

**State of California**  
**DUTY STATEMENT**

**Department of State Hospitals**

MSH3002 (Rev. 9/26/16)

*Box reserved for Personnel Section*

<b>5408 Control No.#</b>		<b>C&amp;P Analyst Approval</b>		<b>Date</b>
<b>Employee Name</b>		<b>Division</b> Department of State Hospitals (MSH)		
<b>Position No / Agency-Unit-Class-Serial</b> 487-556-6940		<b>Unit</b> Plant Operations		
<b>Class Title</b> Maintenance Mechanic		<b>Location</b> Plant Operations		
<b>SUBJECT TO CONFLICT OF INTEREST CODE</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>CBID</b> <b>R12</b>	<b>WORK WEEK GROUP</b> <b>2</b>	<b>PAY DIFFERENTIAL</b>	<b>WORKING HOURS</b>

**The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.**

Under the direction of the Carpenter Supervisor, the Maintenance Mechanic performs a variety of skilled work in the maintenance, alteration, addition and repair of buildings, mechanical systems, plumbing, and electrical systems of the Metropolitan State Hospital.

<b>% OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)</b>
	<b><u>ESSENTIAL FUNCTIONS</u></b>
45%	<p>Alters, adds and repairs buildings, mechanical systems, plumbing and electrical systems. Operates and maintains power tools, hand tools, shop and construction equipment as required to complete job assignments.</p> <p>Estimates materials and cost for placement of concrete and road repair; prepare sub-grade, and place forms, mix concrete aggregate, cement and water according to accepted practices, place and finish concrete; operate air compressor and jackhammer to remove concrete or asphalt, place new asphalt to proper grade and compact; maintains maintenance records' produces and updates "as-built" drawings and records as required.</p>
25%	<p>Make repairs to roofs to correct leaks including re-roofing small buildings; submit reports of inspections and recommended repairs to the supervisor.</p> <p>Repair floor tile, linoleum and carpeting; repair lockers, closets and cabinets; complete reports, documents, draft working plans for construction of small carpentry jobs, bookcases, shelves, bulletin boards, special training devices, building alterations or additions and small buildings according to Title 24, California Code of Regulations; frame and construct small buildings including the installation of electrical, plumbing, heating and gas service, install sheetrock and tape joint, finish interior and exterior, remodel existing rooms and buildings, and make additions to buildings as required; fabricate and install shelves, bulletin boards, towel racks, paper dispensers, and concrete walks and pads as needed.</p>

10%	Take asbestos samples, do minor abatement, maintain Ahera Asbestos Contractor Supervisor credentials, coordinate with Supervisor of Building Trades on project management, hazardous of principles, methods, tools, equipment and terminology of asbestos materials, removal, safety practices and OSHA standards related to asbestos.
10%	Keeps all assigned shop equipment and tools in safe and good working condition; operate forklift truck, personnel lifts, utility vehicles and construction equipment needed to complete job assignments; repair equipment and machinery as necessary; maintain an inventory of materials regularly needed to maintain and repair the buildings and equipment assigned, estimates material and parts needs and prepare requests for requisitioning supplies.
	<b><u>MARGINAL FUNCTIONS</u></b>
5%	Attend regular staff and safety meetings and training as needed to maintain skills current with the industry demands for the Maintenance Mechanic classification.
5%	Assist in the set-up for special functions held at the Hospital and other miscellaneous duties and special projects as assigned consistent with this classification.
Other Information	<p><b>SUPERVISION RECEIVED</b></p> <p>Under the general direction of the Carpenter Supervisor</p> <p><b>SUPERVISION EXERCISED</b></p> <p>May instruct, lead or supervise clients/patients.</p> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>KNOWLEDGE OF:</b> Principles, methods, materials, and equipment used in the identification, sampling and abatement of asbestos and Safety Orders of the Division of Industrial Safety dealing with asbestos.</p> <p><b>ABILITY TO:</b> Read, interpret, and work from plans, drawings, and specifications; estimate materials needed; keep records; follow oral and written directions; get along well with others; read and write at a level appropriate to the classification.</p>

---

## **REQUIRED COMPETENCIES**

### **PHYSICAL**

The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.

### **SAFETY**

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.

### **CULTURAL AWARENESS**

Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.

### **CPR**

Maintains current certification.

### **SITE SPECIFIC COMPETENCIES**

- Completion of a recognized apprenticeship or varied experiences in a mechanical trade

### **TECHNICAL PROFICIENCY (SITE SPECIFIC)**

N/A

### **LICENSE OR CERTIFICATION - not applicable**

### **TRAINING** - Training Category = Type II General

The employee is required to keep current with the completion of all required training.

### **THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

## **WORKING CONDITIONS**

### **EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

---

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date